

CD02-OWI-005

[Revision A]

May 23, 2002

ORGANIZATIONAL WORK INSTRUCTION

PLANS AND SYSTEMS ANALYSIS OFFICE

FUNCTIONAL REPRESENTATIVE FOR AGENCY HR SYSTEMS

**APPROVING
AUTHORITY**

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TITLE

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05/23/02

CHECK THE MASTER LIST-
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Organizational Work Instruction Plans and Systems Analysis Office		
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DOCUMENT HISTORY LOG

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1. PURPOSE

This Organizational Work Instruction (OWI) establishes procedures and responsibilities for the Plans and Systems Analysis Office (CD02) that relate to the Functional Representative's (FR) role in support of the Agency automated Human Resources (HR) systems. This instruction extends information from the Marshall Management System (MMS) as defined by the Marshall Management Manual (MMM). The purpose of this instruction is to document the process to by which the Plans and Systems Analysis Office conducts business.

2. APPLICABILITY

This OWI applies to MSFC Personnel in the Plans and Systems Analysis Office.

3. APPLICABLE DOCUMENTS

(All use is current Revision unless there is overriding authority)

MPD 1280.1	Marshall Management Manual
MPG 1410.1	Document and Data Control for Organizational Issuances
NPG 1441.1	NASA Records Retention Schedules
MWI 1382.1	Protection of Privacy Act Information at MSFC
MPG 1440.2	MSFC Records Management Program
MPG 2800.1	Agency Information Technology Services
MPD 2800.1	Management of Information Technology Systems and Services at MSFC
PMP	Project Management Plan for Sustaining Engineering Support for Agencywide Systems

4. DEFINITIONS

OWI – Organizational Work Instruction

OJT – On the Job Training

FR – Functional Representative

MMS – Marshall Management System

CR – Change Request

PFM – Program Functional Manager

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5. INSTRUCTIONS

Management Responsibility - CD02 Chief will ensure adequacy of the OWI, assure overall implementation of the OWI, may appoint personnel to serve on various MMS panels, and will, as a minimum, conduct semi—annual management reviews to ensure the continuing suitability and effectiveness of the CD02 quality system in satisfying applicable elements of the Marshall Management System and objectives specified in MMM.

The Functional Representatives (FR) support the Program Functional Managers (PFM) of the Agency automated HR systems. The FR is responsible for testing and troubleshooting the Agency automated HR systems. The FR verifies that software modifications are met when the PFM schedules a software release. The FR interfaces with Agency users of the systems and reports system performance issues to the PFM.

6. NOTES – None

7. SAFETY PRECAUTIONS AND WARNING NOTES – None

8. APPENDICES, DATA, REPORTS, AND FORMS – None

9. RECORDS – None

10. TOOLS, EQUIPMENT, AND MATERIALS – None

11. PERSONNEL TRAINING AND CERTIFICATION – On the Job Training (OJT)

12. FLOW DIAGRAM – None